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FIELD OFFICE GUIDE  
For The  
SELECTION, PROCESSING AND FILING  
OF  
MONITORED BROADCAST MATERIAL

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PART I GENERAL APPLICATION

PART II SOME DETAILS OF OPERATIONS

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PART I

TYPES OF MATERIAL WANTED

To attempt to delineate this in detail, would require too much space for easy absorption. In general, all agencies receiving FBIS service are curious about information that relates in any way to the three principle means of waging war: military, political and economic.

MILITARY: It should not require too much experience or trained judgment to determine whether an item has sufficient intrinsic worth to merit passing it on as being of interest to military intelligence. Items referring to military movement, material, personnel above field grades, engineering developments or installations for military purposes, highway or railway construction, new inventions or adaptations---all are worthy of being passed on to military sources.

POLITICAL: The status of the political situation of both enemy and neutral countries is important to all government agencies. It need not be set out, however, that the State department, for instance, is more interested in the inter-country diplomatic relationships of enemy, neutral and allied countries, than would be the War department. But the information is also valuable to others. There are few instances of major political developments that are of no interest to all departments. Any item that reflects either a break or a continued stability in the political life of almost any country of the world is of high interest to all departments; items that indicate any trend of variance in either domestic or foreign policy are important.

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However, references to political situations in sub-divisions of lesser magnitude than a province are purely marginal. The smaller the political sub-division to which reference is made, the less the importance.

ECONOMIC: The economic situation of a country at war generally reflects rather than determines fitness for continuing war, and any item that refers to any stricture or expansion of ordinary economic or commercial processes is highly important. Many more times than not, broadcast material from a warring country is twisted and incorrect, but it is not the part of FBIS wire service to evaluate the items of this type, one by one. It is those to whom we furnish the raw material who fit each item into its proper place in the major pattern.

Many items of innocuous appearance when standing alone, have a key place in the general jig-saw of information. It is difficult to assay the worth of items that deal with the abstract rather than with the concrete, or with ideas rather than action, but a continued familiarity of the editor with the material that passes through his hands should provide an adequate guide to selection of the material to be passed on by him.

Any item that mentions any part of production of the essentials of war, is relevant.

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#### METHODS OF COVERAGE

Whether an item should be sent by wire or be airmailed can only be decided in the judgment of the editor handling it. He should be sufficiently familiar with what is important and what is not, before he is entrusted with the task of deciding such matters. The TYRO can be

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expected not to know. The person in the job of making such decisions should have been associated with the service long enough to be able to determine the worth of the material at hand. An important action or event on the battle or home front; an important or major pronouncement by a state leader, or a commentary whose content presages reaction at home or abroad---all certainly should have wire priority. An example: The first mention made by Tokyo of Russia as an aggressor nation. It is true that the first reference was innocuous and buried in a paragraph in an article dealing with aggression in general over the past two or three centuries. But the whole world was waiting for even a hint of such. And yet, this initial article was not filed on the wire. It was airmailed.

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## EDITORIAL PROCEDURE

Copy coming off the teletypes from Frisco, Portland, London, Cairo, Bari, New Delhi and from Washington voice and Morse monitoring is handed direct to the assistant chief in charge of the desk. He makes the decision on selection and processing for the wire, hands it to an editorial assistant. After processing, the material is placed in a tray in the order in which the assistant chief wants it to move out via teletype, and then is sent out over the wires.

Few items rate "bulletin" marking. Live communiques are generally slugged as "bulletin" matter, and sometimes other items of major news value.

In addition to a copy going to the wire desk, the publications and analysis sections also receive a copy, and one is retained for the permanent files.

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## WHAT IS NEEDED IN COMMENTARIES

In the big majority of cases, a fairly full summary is adequate. By adequate is meant that the summary give the general trend or tone of the comment. However, any statement or comment by a top-flight figure of any enemy country is wanted. High personages in allied governments have little to say that warrant coverage in any form.

However, that does not apply in certain crises that appear from time to time. Ordinarily, Chungking material is of little value to clients. But, in the case of the Stilwell ouster, and the subsequent reshuffle of Chiang's cabinet, Chungking Commentaries were watched for avidly.

As to the types of commentaries, their worth should be judged by the subjects they cover, as well as their author. It would be impractical, if not impossible, to set down a list of subjects about which we might expect Koise or Yamashita to come to the microphone to deliver. Likewise would it be impossible to put down here a set of rules and regulations, the simple perusal of which would make a first class editor for FBIS.

Concerning coverage of Australia, India and China, the formula that applies to London and now Paris, also applies there. Our clients, on the whole, are not much interested in broadcasts from areas where they have their own sources of information. That does not apply to Russia, although Soviet Home Service transmissions are not rated nearly as high as those to the Balkans and the Middle and Near East. London coverage of the Soviet Home Service; Washington coverage of Tass and Cairo coverage of the Balkan broadcasts are fairly adequate. Clients are not interested in the deco-

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ration of a group of factory workers or the conferring of rank of forge chieftain on an individual, or similar domestic Russian broadcasts.

The "A" wire file which goes out to the bureaus regularly should provide, by individual example, considerably more information wanted than generalities covered in anything such as this.

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PART II

1. DIRECTION MATERIAL IS ROUTED

As a general rule, Washington is interested in everything that can be sent to the full capacity of the wire. Thus, on each occasion possible file to Washington material being routed to OWI.

2. HEADING OF ITEMS

The initial take of an item should carry the field office filing number based on the day of the week and the hour, the source, language, time of broadcast and beam. For example:

31416 TOKYO IN ENGLISH AT 00:00 TO NORTH AMERICA

41700 TOKYO (DOMEI) IN ROMANIZED JAPANESE TO GREATER EAST ASIA

21545 TOKYO (JAPANESE HOME SERVICE) AT 00:00

21100 TOKYO (JAPANESE HOME AND EMPIRE SERVICE) AT 00:00

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In handling the medium wave material, it is necessary to include the frequency in the identification line, as the legend (Japanese Home Service) as distinguished from (Home and Empire Service) is not enough to indicate the range of frequencies intercepted.

The inclusion of the station call letter generally is not necessary, but there are occasions, such as using those which indicate the German controlled station in Shanghai. The use of "PIAM" and "PIRM" should also be used in giving the Manila source, and until further developments arise, it is best to carry the call letters for the Yen'an station.

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The use of such reference headings as (cf 40900 TOKYO IN ENGLISH TO NORTH AMERICA) is NOT necessary.

A judicious and sparing use of by-lines is advisable.

In cases where the lead of the text itself indicates who is talking about what, a by-line is unnecessary. However, if the text of the item launches into direct quotes from the commentator, an explanatory by-line is advisable.

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### 3. USE OF SUBS, CFS AND ADDS

A "sub" applies only to occasions when a previous item is to be replaced by an expanded version of the same material from the same broadcast. For instance, when text or text excerpts is filed to take the place of a summary or FYI used previously. The "sub" cannot be a related item from a different broadcast. For example:

40845 TOKYO (DOEI) IN ENGLISH TO NORTH AMERICA

AN IMPERIAL HEADQUARTERS COMMUNIQUE TODAY ANNOUNCED THE TOTAL DESTRUCTION OF 14 ENEMY WARSHIPS IN THE GULF OF LEYTE.

The only material which could be a "sub" for that item would be the text of the item itself. For example:

40855 (SUB FOR 40845 TOKYO DOEI IN ENGLISH TO NORTH AMERICA IMPERIAL COMMUNIQUE)

(TEXT) "A COMMUNIQUE ISSUED BY IMPERIAL HEADQUARTERS AT 1:00 O'CLOCK THIS AFTERNOON ANNOUNCED THAT PLANES OF OUR EAGLE SQUADRONS TOTALLY SUNK 14 ENEMY WARSHIPS WHICH SOUGHT TO ATTACK OUR GALLANT FORCES IN THE WATERS OF THE GULF OF LEYTE, ALREADY STAINED BY THE BLOOD OF THE



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## ENEMY FORCES, ETC"

A subsequent broadcast, or one in a different language, time or beam, cannot be a sub.

As stated previously, a sparing use of "cfs" is advocated. The reason for this advice is that the editors on the desk in Washington and the user clients should be thoroughly familiar with the material that is already on the file or which has passed through their hands. It is their responsibility to make the cross references, and the time of the field office staffs could be more advantageously used in adding to the total file rather than using the time needed in research for referring to back items.

A uniform style in the use of "adds" naturally helps all.

The same general style used for "subs" should be used for adds. The heading should contain the sending number for the item itself plus the number, source, language, time and beam of the original take, plus a couple or three key words indicating the content of the lead. For example:

30958 FIRST ADD 30900 TOKYO ENGLISH 7:00 AM NORTH AMERICA KOISO  
SPEECH XXX HE SAID.

(TEXT) "PREMIER KOISO ALSO CALLED FOR ONE MORE PLANE IN THE  
AIR, ONE MORE SHIP UPON THE SEAS, ETC".

Each succeeding add should be indicated as "second add", "third and last add", etc.

## 4. SELECTION OF MATERIAL

This type of material wanted is covered in general terms in the preamble, and in detail by the accompanying confidential material listed

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in the needs of the user clients.

Bulletin material should be given priority on the wire, and if necessary, break items being sent in order to expedite the bulletin.

However, fewer bulletins should be sent. As mentioned in the preamble, official communiques are generally bulletined, not so much because of the actual content, but more to call attention to the user clients that they are being carried at the moment.

The field offices have been too generous in giving bulletin rating to items of isolated action. For example: a Tokyo report that a single allied plane "raided" a Japanese field unit in China, is not bulletin material. Only major action, if military; or items of major diplomatic or political importance, should be bulletined. In most cases of the latter type, an FYI or a very brief summary should be filed, with the text sent later, but not as bulletin matter.

Second in priority comes spot news, the general interpretation of "spot news" being something new about anything that falls within the category of material of major value. Current news should be judged on the basis of whether or not it over-accentuates a line or trend to which sufficient time and space already has been given. Often the field offices will continue to file material along certain lines which already have been dropped by the "A" wire or publications. We will try to adjust this by weekly directives being planned.

Commentaries should be judged not only by the commentator's identity, but also by what he has to say, and the relative importance of the subject to the full picture of military, diplomatic or political

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situations existing.

The necessity for giving a high priority to prisoners of war messages no longer exists, inasmuch as the FBIS has ceased sending messages directly to the next of kin.

Background material and items relating to dead issues can be adequately handled by mail. The same holds true to many commentaries. But the use of airmail should be considered only as a backstop for the wire only after the full capacity of wire filing has been reached.

#### 5. METHODS FOR HANDLING

Probably the first point that should be discussed here is the difference in handling copy in the field offices and in the wire room in Washington. Briefly, texted material at Washington is included in quotation marks. The reason for that is that items sent out to the user clients in many cases are cut up and several parts of a single item will be routed to several area desks with the results that the area desks will receive only paragraphs. The use of quotes is their guide to whether or not it was from a full text.

The use of quotes by the field is NOT necessary to indicate text. The general rule is that all material is text unless indicated otherwise, but it is wise to continue using "text" or "text excerpt" to begin each item, and also to indicate whether it is summary, a cue, or an FYI. For our purposes there is no such thing as "near text".

However, the field offices should use quotes when a speaker or an article is being quoted. The rules of grammar--double quotes, single quotes, double, single, etc, should be followed when quotations

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within quotations are necessary. However, a minimum of that type of text should be the standard practice.

The use of "text excerpts" calls for more judgment in preparing the article. Every word of an item labeled "text excerpt" should be from the actual text. The use of dots to indicate portions of the full text deleted by the editors is NOT necessary. The use of dots in general will be taken up later.

In "text excerpts", any summarization or reference to long involved passages left out should be included in parentheses with the notation that it is the editor responsible for the allusion. For example:

(AT THIS POINT, THE SPEAKER LAUNCHED INTO A LONG DESCRIPTION OF THE MOUNTAINS AND FIELDS AT THIS TIME OF YEAR---EDITOR).

It will be noted that only the word "editor" is used, at the end of the interjection--not "ed note" at the beginning.

A "cue" should merely be an informational note to the effect that "Tokyo english 10:00 North America carries 500 on new submarine". However, cues should be confined to lengthy and marginal material on subjects which might not seem relevant to the field office but which might be important in the over-all picture for user clients.

A summary should be as brief as possible and still contain the salient points of the text it summarizes. However, in some cases, it might be expedient to use direct quotations from a sentence or a paragraph. In that event, use quotation marks on the portion of text used. The item should be labeled as "summary".

There is no longer any need for a "summary cue" label.

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A summary should be in the proper form for use on the wire without expansion. A "cue," as stated before, is merely an informational note and should be labeled either as "cue" or "FYI".

"Flash Material" is something that actually does not exist. Regardless of how an item is labelled, it cannot move via wire faster if labelled "flash". For our purposes, every item should be numbered and inasmuch as we are not a press service in that sense, "flash material" is a superfluous designation. "Bulletin" is good enough. In any reference to any broadcast always include source, language, time and beam.

#### 6. GENERAL EDITING PROCEDURE

The subject of good English is raised. Naturally, every translation should be transcribed into good English. The peculiarities of foreign grammatical rules should not be moved over word for word into English where translations are concerned. The translation should include good rhetoric and sentence construction as well as words.

However, where the foreign transmission is in English, it is wise to adhere as closely as possible to the original. The reason for that is that the intelligence experts who work on this material often have been given clues not discernible to the average person, merely from the style, or lack of it, in the translations into English made by the transmitter. The kind of English used by a foreign broadcaster will indicate the type of intellect and training of the person who does the translating, and therefore, the advisability of sticking as close as possible to the original.

The intricacies of various foreign languages as reflected in

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grammatical construction, of course, sometimes determines whether it should be broken up into shorter sentences or paragraphs. As stated above, the translation should include attention to sentences and paragraphs as well as words.

The use of quotes and sub-quotes are discussed in previous paragraphs. The use of quotes by the "A" wire for texts, as indicated, is to inform the person who ultimately uses the material that it is text. For purposes of the field office, where quotes are not used as a guide to text or non-text, the regular rules of grammar pertaining to quotation marks should be used.

Such divergent opinions on spelling or hyphenation of words should be settled by the dictionary.

Use of the word "sic" is to indicate the exact word or expression used in the original text when the broadcast is in English. "Sic" should be used sparingly, and only to call the reader's attention to the fact that it was the broadcaster's error and not the editor's.

Reference has been made previously to the use of editor's notes. The place to use them, is determined by the material at hand.

The spelling out of all numerals is advisable in the transmission of figures, to assure correct reception.

Corrections should be made as expeditiously as possible and as simply as facilities allow. The correction should be labeled in the same way as ads, giving the filing number, source, language time and beam, and exact graph and sentence referred to, in that order.

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For example:

41545 CORRECTION 41425 TOKYO ENGLISH 1:00 PM NORTH AMERICA

IN SECOND GRAPH, THIRD SENTENCE, MAKE READ X X X THE SPEAKER  
WAS KOISO X X X (NOT KOSHIO).

Editing marks cannot be transferred from the raw copy onto the wire excepting such as dots, parenthesis etc.

For uniformity's sake, the use of dots should be the same in the copy sent in from the bureaus as that sent out to the user clients. In general that means that in text excerpts, dots should NOT be used to indicate portions of sentences or paragraphs deleted by the editor.

Text Excerpts should be so prepared that all sentences and paragraphs are complete in themselves. Dots should be used only to indicate portions of complete unintelligibility whether in the middle of a sentence or at the end.

In portions of text or text excerpts where there is doubt, the doubtful word or phrase should be included in parentheses with a question mark immediately preceding the last parenthesis. For example:

THE ENEMY WAS (BELIEVED TO HAVE BEEN?) ENGAGED IN ATTEMPTS TO  
LAUNCH A COUNTER-ATTACK.

This shows that the phrase enclosed in parentheses is doubtful but not too doubtful to be ruled out. If those words were fully unintelligible the sentence should be punctuated as follows:

THE ENEMY WAS . . . ENGAGED IN ATTEMPTS, ETC.

Parentheses should also be used in editorial notes inserted in, or added to, or which precede texts. By-lines or other references beneath

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the identification line should be placed in parentheses. It is not necessary to use parentheses when slugging an add or a sub, although that is the custom used on the wire services going out to user clients.

#### 7. MONITORING AND TRANSCRIBING PROCEDURE

Monitor's summaries of all shows taken are sent in to the editor who marks which items are to be texted. The marked summaries are then returned to the monitoring manager, who also indicates texts he thinks are pertinent. The monitor who took the summary generally does the text and it is immediately routed back to the editor.

This procedure is as important as any operation in the entire organization. The monitor, naturally, must be able to summarize each item in order to get the full portent down on paper.

Then it becomes the duty of the editor to carefully study each summary and fit each item into the general pattern of intelligence needs. He should be able to determine whether the item is new, whether it is a repeat, and the value it has in itself as well as its relation to other similar or related items. His decision on these factors determines whether text shall be requested. He should give every summary his immediate attention. He should also determine whether the item is sufficiently important for the summary itself to be filed in advance of the text.

Faulty scanning of summaries has caused many a headache and placed important items among the "late lamented". This is particularly true of summaries of commentaries. In many cases the major content of a commentary will be innocuous, or even fatuous, yet buried deep and shrewdly,



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will be an important point. The monitor should be able to pick such points and set them down in the summary and the editor should be sufficiently alert to see them.

Careful selection of the important portions of commentaries selected for texting will result in less labor at transcription, editing and filing and yet cover the salient portions.

There apparently are a large number of commentaries from which neither cues, FYIs, summaries or excerpts are filed by wire to Washington. The present use of the wire in which little more than half of the full capacity is utilized, will permit the filing of a great deal of marginal material now not filed at all.

Even though it means that much more such material will be discarded by the wire service editors because of the lack of space on the wires to the clients, it must be remembered that wire transmissions from the fields as full as possible are necessary for other units, especially the Daily Report and Radio Report. Also it must be remembered that the OWI in Washington gets a full drop copy of our wire and every piece or copy we can supply them automatically means that much less demand from them to supply it later.

Also, several agencies doing special intelligence work in Washington receive carbon copies of the full file from the West coast and it goes without saying they are quite avid about getting all possible.